

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**REVENUE SECTION CHIEF**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within the Department of Revenue, which supervise a tax-related program area. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional supervisory positions located within the Department of Revenue, which manage a tax-related program. Positions allocated to this classification are the Income Tax Section Chief, the Business Tax Section Chief, and the Compliance Services Section Chief, which positions are located in the Tax Operations Bureau and the Compliance Bureau of the Department of Revenue.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Section 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not meet the statutory definition of professional as defined in Section 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions not located within the Department of Revenue or positions which do not manage tax-related programs.

4. Positions which are more appropriately classified as Revenue Professional Supervisor.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITION

### REVENUE SECTION CHIEF

The following positions are allocated to this classification: (1) Chief, Income Tax Section: This position plans, directs, organizes, and coordinates the work of staff whose primary responsibilities are the processing of income, pass-through withholding, nonresident entertainer withholding and estimated tax returns received by the Department of Revenue; plans, directs, reviews, trains and coordinates the work of staff whose primary responsibilities are the review and adjustment of tax returns, processing of payments, handling appeals and managing nonfiler programs relating to individual income, pass-through withholding, and nonresident entertainer withholding; coordinate processing procedures with other work units; manages taxpayer inquiries and complaints; oversees systems business requirements development and testing; and authorize alternative forms; (2) Chief, Business Tax Section: This position manages the processing of all business tax returns filed with the Income, Sales and Excise Tax Division; plans, directs, reviews, trains and coordinates the work of staff whose primary responsibilities are the review and adjustment of tax returns, processing of payments, handling of appeals, managing nonfiler programs and registering businesses relating to corporation franchise/income tax, sales and use taxes, withholding tax, exposition taxes, premium resort taxes, dry cleaning fees, police and fire protection fees, ambulatory surgical center fees and rental vehicle tax; oversees systems business requirements development and testing; manages taxpayer inquiries and complaints; and authorizes alternative forms; (3) Chief, Compliance Services Section: This position plans, directs, coordinates and organizes the work of staff that provide services to the bureau and division, such as creating statistical reports, analyzing budget, collection and performance data, providing policy analysis, recommending legislative changes, directing activities related to revocation of seller's permits, denial of state agency issued occupational licenses, filing of bankruptcy claims, overseeing systems business requirements development and testing, and directing collection or offset for other governmental agencies.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe professional supervisory positions located within the Department of Revenue, that supervise employees involved in enforcing tax compliance programs.

This classification was modified effective February 09, 2014 and announced in Bulletin OSER-0358-MRS/SC to add the allocation of the Compliance Services Section Chief and update descriptions of the allocations in this series.

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